

The **Parks and Recreation Board** met Monday, March 21, 2016, 4:30 pm, at the Parks Office. Present at said meeting were Karen Springer, Linda Eales, John MacDonald, and Park Board Attorney, Andy Gutwein. Jan Fawley, Pennie Ainsworth, Jon Munn, Chris Foley, Bess Witcosky and Dan Dunten represented the department. Absent were Park Board members, Pat Flannelly and Jeff Love, along with staff member, Cheryl Kolb.

Karen convened the Board at 4:33 pm.

Consent Agenda Items

Minutes – provided online initially, then at meeting

Staff Management Report

1. Pennie Ainsworth, Assistant Superintendent's Report

- T.L. Kincaid was awarded the contract to add wheelchair accessible companion seating areas next to benches in our parks and replacing some grills. These improvement items were addressed in our Self Evaluations conducted by ADA Consultants of Indiana. The quoted price was \$12,200. CDBG funds will be used to pay for these improvement.
- The Department's 2016-2017 Community Development Block Grant Fund request for \$20,000 was presented to the CDBG Board on March 2. Funds will be used to continue with ADA improvements in our facilities.
- Work continues with the Kiwanis on the playground for Cumberland Park. We have requested a quote for three additional pieces of playground equipment. Kiwanis has committed to purchasing the additional equipment. We are working with the Kiwanis organizing Community Build Days for the new playground. Volunteers will help with construction of the playground. **Community Build days have been set for Thursday and Friday, April 28 and 29. If you are interested, you can volunteer to help.**
- The Greater Lafayette Regional Soccer Alliance has donated \$500 to the Department. These funds help offset the cost of having the north restrooms in Cumberland Park cleaned weekly during the soccer season.
- Callout for Coed and Men's Softball has begun. The price for the Coed League is \$400, the Men's fee remains at \$600. League play will start May 9th and continue through tournament play in early August.

2. Chris Foley, Recreation Director's Report:

- Riverside Skating Center – closed for the season on Sunday, Feb. 27, eight (8) days early. The goal is to stay open through the first weekend in March. The month of February was a tough month to keep the ice sheet. The staff worked additional hours to save the ice. In the end, the warm, sunny, windy weather won. However, when the weather was good the rink is busy with skaters. The Rink equipment is being cleaned and skates are being inventoried so it is ready for next season.
- West Lafayette Varsity Football Coach Shane Fry will be offering a Spring Non-Contact Football Clinic. The clinic is for children in grades K-5 that are interested in playing football. The coaches will teach the fundamentals of the game. The clinic will be held as follows:

- Grades K – 3 April 18-20, Monday –Wednesday, from 4:00-5:00pm
- Grades 4 – 5, April 18-21, Monday-Thursday, from 2:45-4:45 pm
- There will be a football safety and informational meeting for all 4th & 5th grade parents on Thursday at 5 pm
- Summer programs have been scheduled. Staff is working on entering program information into the computer system. The summer brochure is being prepared for printing at the end of the month.
- Staff has begun training for online registration (Webtrac). The goal will be to allow online program registrations during the summer.
- The Fire Department held CPR/AED training for the staff on Wednesday, March 16.
- Applications are being accepted for all summer positions.

3. Bess Witcosky, Morton Center Director:

- The Rehmel Student Art Show will open on Saturday, April 9th from 5p-7p in Rooms 106 and 108 at Morton. This event is free and open to the public.
- The Mor'Danc'n Recital will be held on Saturday, April 30th from 4p-5:30p at the Loeb Playhouse. This is a ticketed event and open to the public. Tickets go on sale April 11th:
 - \$10.00 adults ages 16+ in advance
 - \$5.00 children ages 3-15 in advance
 - \$12.00 adults ages 16+ at the door day of recital
 - \$7.00 children ages 3-15 at the door day of recital
- Renovations are 95% complete in Room 202, 206, 106 and the Lounge. The response from the community has been overwhelmingly positive!

4. Jon Munn, Parks Director Report:

- Progress continues on the boardwalk trail project at Happy Hollow.
- All tasks to close the Riverside Skating center for the season are almost complete.
- Completed painting Rooms 202-204-206 and 106 at the Morton Center.
- Quarterly stormwater inspections completed 3/16/16 with Michael Susong.
- Diving boards have been shipped to Duraflex international for resurfacing.
- Spring prep work on equipment and grounds is underway for the season.
- Monthly Trail and Playground inspections have been completed and the inspections are on file for review.

5. Dan Dunten, Stewardship Director's Report

- Received a Roy Whistler Foundation Grant of \$20, 664 for a new wetland overlook deck at the CBNA
- Made a presentation to the Indiana Trails Advisory Board.
- Involved with volunteer recruitment, training and scheduling.
- Gave a presentation to a Purdue class and met with the students at the Nature Area. their semester project is to design an Outdoor Classroom.
- Managing the Roadway Landscape Maintenance contracts and financial details.
- Gave multiple presentations at the Purdue Service-Learning Institute.

- Met with two Purdue student groups. One group is designing a tri-fold brochure with a map for the Nature Area. The other is designing an internet-based Prezi presentation on the Nature Area.
- Served on the WREC Financial Allocation Committee to review and grant \$125,000 for urban conservation practices.
- Met with the president of a Purdue Honors Society to discuss their involvement with the design and construction of a handicap-accessible ramp off the back deck of the Lilly Nature Center.
- Assisted with planning meetings for the Mind BOGgling Nature Exploration Event and the DeTrash the Wabash.

6. Janet Fawley, Park Superintendent's Report:

- Administrative Staff completed all performance reviews for fulltime staff.
- Mt w/ representatives of Boilermaker Aquatics and Soccer Shots – agreements to be approved at Parks Board meeting.
- Master Plan work continues with completion of inventories of facilities, equipment & programs. Steering Committee has been selected with dates being set for their first meeting.
- Received insurance updates from MBAH Insurance.
- Spoke with Kiwanis Club about Parks and all that's going on.
- Hilltop to Hilltop to begin Bicycle Benefits Program in West Lafayette/Lafayette areas. Development Department investigating possibility of becoming part of "Zagster" program with Purdue University.
- Norwegian Foot March to be held in West Lafayette on April 2nd. Trails will be used!

Claims – provided online initially, then at meeting

Linda motioned to approve the Consent Agenda items as presented. John seconded the motion and the motion carried.

Old Business**Master Plan Update**

Jan reported we are close to shutting down the survey. Last time we met, we had 515 completed surveys, with 700+ partially completed. We expect some of the results to be tallied once the surveys are completed. The next step, currently being organized, is a steering committee meeting targeted for the first week of April. There are focus groups and site visits also planned to look at the results of the surveys. There are additional meetings planned for April 18-19 at the Lilly Nature Center, with Purdue offering presentations of the results at those meetings, along with the Park Board meeting next month.

Boilermaker Aquatics

Jan presented the Use Agreement between the Parks and Recreation and Boilermaker Aquatics for use of the Municipal Pool during the 2016 summer season. Linda motioned to approve the Municipal Pool Use Agreement as presented. John seconded the motion, and the motion carried.

New Business**Easement – Duke Energy**

Andy noted, after discussing with Jan prior to the meeting, Duke has completed the work, but we are not satisfied with the way they have left the property. There needs to be further discussion with Duke, and Jan feels she will be able to work things out with them. After further review of the agreement, Andy noted some items in the agreement stating they are not responsible for the vegetation. Since this is a joint venture with Wastewater, further discussion is needed with them, and possibly Duke. The item is tabled until next month.

Soccer Shots

Jan noted she spoke with Kevin Rebholz (Soccer Shots Representative) originally about the Use Agreement. Kevin then came back at a time she wasn't here and spoke with Pennie and Chris. Jan noted some changes were made to the agreement, nothing major, other than adding Lommel Park, in the event Cumberland is not available. The main use of space will be at Cumberland Park and Tapawingo Park, with Lommel Park being used only as a back-up. The only other change is notification of use will be done seasonally, rather than by automatic renewal. Discussion followed. Linda motioned to approve the agreement as presented. John seconded the motion, and the motion carried.

Dan noted we recently received a grant from the Roy Whistler Foundation for \$20,664.00 to be used for a new overlook deck, close to Cumberland Avenue, and across from the Whitehorse Christian Center. Discussion followed.

West Lafayette School Board – Karen reported on the following:

- The fourth nine-week grading period began today. Wednesday, May 25 will be the last day of school. High School graduation will be Friday, May 27, at 7:00 pm at the High School gym.
- West Lafayette Schools Education Foundation's Annual Fundraiser will be Friday, April 1 from 6:30 pm – 10:30 pm at the Lafayette Country Club.

Wabash River

Jan noted the group meets this coming Thursday, so there is nothing new to report at this time.

Public Comment

N/A – We did hear from a citizen regarding lap swim at the pool.

It was noted we have received surveys back with many comments. Jan said the next report we receive, she will pass along to the Board for them to read through some of the comments received.

Other

Jan noted word was received last week regarding a lawsuit brought against the City for a tree falling on a car in Happy Hollow Park. Apparently, the person involved has decided not to follow through with the suit. Discussion followed.

Jan reported, although not official yet, we are planning to enter into an agreement with Purdue to receive 50 Zagsters in five locations throughout the City of West Lafayette. The Zagsters are a bicycle that is part of the ride/share system currently in place at Purdue. There will be a cost to the City, but the City will be free of any associated maintenance costs.

Petty Cash/Change Change

Chris presented a request for approval for the following Petty Cash and Cash/Change funds, all from the Non Reverting Operating Fund, and to revert back no later than November 30, 2016:

Cash/Change Fund for the Morton Dance Recital - \$200.00

Cash/Change Fund for the Municipal Pool - \$200.00

Petty Cash Fund for the Playground Program - \$150.00

Linda motioned to approve the Petty Cash and Cash/Change Funds as presented. John seconded the motion, and the motion carried.

Adjourn

Linda motioned to adjourn the meeting. John seconded the motion, and the meeting adjourned at 5:05 pm.

Next Meeting Date

The next Park Board meeting will be Monday, April 18, 2016 at the West Lafayette Parks Office.

Presiding Officer

File:Cheryl/2016ParkBoardMinutes/Minutes#03/March2016

Secretary